Appendix A

Summary Checklist   (As of Date:)

CRITERIA DESCRIPTION	GAP (Y/N)	COMMENTS/ HOW VALIDATED (Document Name)	WORK EFFORT	TARGET CMPL DATE	STATUS	RESP	RISKS IDENTIFIED	PROPOSED RISK MITIGATION
CLIENT								
Escalation Process								
Operations Change Control Procedures								
Operations Applications Management Task Order Reviewed and Approved								
GENERAL								
Project Definition Documentation								
- Task Order								
- Scope								
- Approach								
- Business Drivers								
SERVICE OPERATIONS/ RECOVERY/ CONTINGENCY								
VDC Operations Documentation								
- Responsibility Matrix (Updated 07/2001)								
- Call Out List (Updated 07/2001)								
- VDC Operations Checklist								
- (Blank)								

CRITERIA DESCRIPTION	GAP (Y/N)	COMMENTS/ HOW VALIDATED (Document Name)	WORK EFFORT	TARGET CMPL DATE	STATUS	RESP	RISKS IDENTIFIED	PROPOSED RISK MITIGATION
- Memorandum of Understanding /Operations SLA (SLA Updated 07/2001)								
- Run Book (Updated 07/2001)								
- Installation Guidelines (Updated 07/2001)								
- Diagnostics List (Update 07/2002)								
- (Blank)								
Number of Application Users								
Application Service Level Agreement (SLA)								
Application Operating Level Agreement								
Application Help Desk established								
Operational Readiness Review (ORR)								
CONFIGURATION MANAGEMENT/SOURCE CONTROL								
Configuration Management Plan								
Version Control Procedures								
Source Code Library								
TECHNICAL ARCHITECTURE								
Architecture Design								
Development (i.e. coding) Standards								
Solution Life Cycle compliance								

CRITERIA DESCRIPTION	GAP (Y/N)	COMMENTS/ HOW VALIDATED (Document Name)	WORK EFFORT	TARGET CMPL DATE	STATUS	RESP	RISKS IDENTIFIED	PROPOSED RISK MITIGATION
Environment Specifications								
- Development								
- Test								
- Production								
LICENSING								
Software License Requirements (incl. Paid Licenses)								
CODE REVIEW								
User Specifications								
Functional Specifications								
Technical Specifications								
SECURITY								
Application Security Requirements								
Security Officer Identified by appointment memo.								
Rules of Behavior for System Users								
Personnel Security Classifications for users, developers, testers, and others								
Disaster Recovery/Continuity of Operations Plan								
Data Integrity/Validation Controls								
Audit Trails								
System Security Plan								
Certification and Accreditation Plan (with Interim Approval to Operate memo signed by the								

CRITERIA DESCRIPTION	GAP (Y/N)	COMMENTS/ HOW VALIDATED (Document Name)	WORK EFFORT	TARGET CMPL DATE	STATUS	RESP	RISKS IDENTIFIED	PROPOSED RISK MITIGATION
system owner)								
Security Risk Assessment complete and mitigation plan implemented								
SA Security Solution Lifecycle Checklists (Vision - Deployment)								
Inventory Worksheet								
MOU/MOA/SLA (if applicable)								
Privacy Act Systems of Records Review (if applicable)								
TESTING								
Test Strategy and Approach (for all levels of testing)								
Test Model (incl. test plans and test scripts mapped to the appropriate requirements)								
Test Data								
Documented Test Results								
Section 508 requirements tested and verified by ED Assistive Technology Group (ATG) located in FOB-6. POC: Joe Tozzi								
SIR Log								
Client and User Sign -Off								
APPLICATION TRAINING								
User Training Conducted								
User Installation and Setup Procedures								
On-going Training Function Available								
TRANSITION TO OPERATIONS								

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Open SIR Responsibility Identified and Agreed Upon								
Support available for Software Package								
Organizational Design and Skills Identified								
Knowledge Transfer Plan								
Post-Implementation Review (PIR) Advanced Packet received (See: FSA/CIO/Ecommerce – QA team)								